

CLASS TITLE:

**ASSOCIATE DIRECTOR-
HUMAN RESOURCES
(CORRECTIONS)**

Class Code: 02565300

Pay Grade: 41A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for assisting the Director of the Department of Corrections and to be responsible for acting as a liaison for the Department of Corrections with the Department of Administration-Human Resources for purpose of planning, developing and implementing a Labor Relations Programs and a Personnel Administration Program for the Department of Corrections; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director of the Department of Corrections with considerable latitude for exercise of initiative and independent judgement; work is reviewed for results obtained in achieving department objectives and conformance to pertinent laws, policies, procedures and accepted principles and practices.

SUPERVISION EXERCISED: Plans, directs, coordinates and reviews the work of a professional, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To represent the Department of Corrections in contract negotiations as the Director's designee in developing contract language proposals and counter proposals and in actively participating as the spokesperson for the Department with authority to present and accept contract offers for review in conjunction with the Office of Labor Relations-Department of Administration.

To conduct negotiations and to develop temporary letters of agreement on interim issues which alter/impact upon terms and conditions of existing collective bargaining agreements.

To be responsible for the development and implementation of a fair and equitable due process hearing program for grievance issues and disciplinary matters.

To conduct hearings of a quasi-judicial nature involving disposition of those labor relations matters that present issues of the most complex and most sensitive nature.

To assign matters for hearing and to review findings of designated hearing officers to ensure compliance with established programs, laws, policies, rules, regulations, collective bargaining agreements and accepted principles and practices.

To review matters on appeal and to ensure said matters are effectively presented by appropriate personnel within the various arenas and where applicable, to negotiate settlements for final disposal.

To be responsible for the development of programs and the supervision of staff engaged in in-service labor relations training to ensure and effective contract administration program.

To be responsible for the development and maintenance of affirmative action plans which assure a representative workforce and which are compatible with collective bargaining agreements in effect.

To participate in workers compensation hearings as the Director's designee on the Injury Review Committee (tripartite panel) which renders final and binding decisions regarding specific wage and benefit levels for injuries sustained.

To have joint responsibility with the Assistant Director for Management Services for developing, coordinating and maintaining a comprehensive policy program for payroll services, personnel services and labor relations to ensure conformity with new and ever-changing collective bargaining agreements, merit system law, personnel rules, other related state and federal statutes, court rulings, arbitration awards, personnel appeal board rulings, labor board rulings and human rights commission rulings.

To provide internal consulting in analyzing targeted problem areas, in developing program alternatives, in evaluating program proposals developed by other administrative staff and in ensuring that said programs are in compliance with existing collective bargaining agreements, pertinent laws and/or other existing policies, rules, regulations and rulings.

To oversee the execution of the state merit system program of personnel administration at the Department of Corrections including services such as position classification and compensation, recruitment and promotion, employee counseling and assistance, and record-keeping.

To oversee research and the preparation of special or recurring reports containing raw data, data analyses, recommendations and/or conclusions relative to the labor relations program and/or the personnel administration program.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the practices and techniques of public administration; a thorough knowledge of the principles and practices of labor relations and personnel administration and the ability to apply such techniques in a correctional environment; a thorough knowledge of the laws affecting labor relations and personnel administration especially as they pertain to a correctional public sector environment; a thorough knowledge of the accepted principles and techniques for contract negotiations, grievance-arbitration dispute settlement, position classification and compensation, recruitment and promotion, employee counseling and assistance, affirmative action plan implementation and the ability to apply said principles and techniques; the ability to plan, coordinate and review the work of a professional, technical and clerical staff; the ability to establish and maintain effective working relationships with associates, superiors, subordinates, department officials, state employees and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: Possession of a Master's Degree in Public Administration with a specialization in labor relations, personnel administration and organizational management, or related program; and

Experience: Such as may have been gained through: considerable employment in a responsible administrative capacity involving the management and control of a labor relations program and a personnel administration program of a large governmental or private organization.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Revised: February 23, 1992

Editorial Review: March 15, 2003